

Table Mountain Facility Requirements Matrix

March 6, 2013

Task Descriptions	Schedule of Performance	Performance Standard
Task 1: Security	TMF is operational 24 hours a day, 365 days a year	24 hour coverage
1.1 Access Control	<p>Monitor security camera system and operations phone line.</p> <p>Main gate is closed, only JPL and contractor-badged personnel, who work or have a reason to be at TMF, are admitted.</p> <p>Visitor Clearances are required for everyone else.</p> <p>Log all activities in Activity Log.</p> <p>All visitors sign in/out at the desk and are assigned appropriate badges.</p> <p>Off hours first time visitors are shown Hazard Orientation Video with signed documentation.</p> <p>Provide escort services when required.</p> <p>Issue Keys and Personal Alert Buttons to science users.</p> <p>Deliveries of small size are retrieved at the gate; large deliveries are screened prior to entry.</p>	All policies and procedures are followed properly.
1.2 Security Rounds	<p>Rounds are conducted every two hours using the Guard I Pipe system with preset buttons at each check point. (Inclement weather permitting).</p> <p>JPL Operations of Protective Services is notified at the start and completion of each round.</p> <p>Monitoring for water pipe integrity, gates, perimeter fencing, heating units, temperature settings, personnel, building, and equipment safety and security.</p> <p>Fire suppression readings,</p> <p>Respond to Notifier panel trouble and alarms.</p> <p>Respond to power outages, making proper notification as indicated on Power Outage Call List.</p>	<p>Completion of rounds every two hours as reflected in the Print Out Reports.</p> <p>Proper and Professional response to all incidents.</p>

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1.3 Assist Scientists and Technical Personnel	Assist off hours or remote operations scientists with call in requests.	Proper and Professional customer Service
Task 2: Janitorial and Housekeeping		
2.1 Shift duties	All shifts are assigned buildings to clean daily: empty trash, clean floors (sweep, mop, wax, strip, etc.), clean and stock restrooms. Using JPL supplied janitorial supplies and paper products and equipment.	Clean, stocked buildings, follow ups.
2.2 Dormitory rooms	On a daily basis, clean dorm rooms performing any combination of the following tasks: dust and clean; vacuum, turn mattresses, remove and replace soiled linens, remake bed, empty wastebaskets, replenish room supplies, clean restrooms.	Clean, stocked dormitory rooms, follow ups.
Task 3 Seasonal Work		
3.1 Landscaping	Lawns mowed and edged, pine needles raked, paved areas blown clean, trees and bushes trimmed, weeding and watering.	Neat and clean grounds,
3.2 Snow Removal	Snow removal to access road, parking areas, water shut-offs, fire hydrants, gates, walkways and doorways using Bobcat tractors, snow throwers, shovels, de-icer compound.	Snow removed properly for safe access and egress conditions.
Task 4 Facility Maintenance		
4.1 Indoor Building Maintenance	Minor plumbing repairs, repainting interiors. Monthly Preventative Maintenance: a/c filters and belts, emergency lights, first aid kits, eye wash units, personal alert buttons, AED unit, etc. Supply inventories	Attention to detail, follow process and procedures, follow ups.
4.2 Outdoor	Annual maintenance: removing	Attention to detail,

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Building Maintenance	and replacing a/c covers, cleaning flat roofs, drains and gutters. Handyman repairs, minor. Updating, replacing signage on buildings and building doors	follow ups
4.3 Vehicle Maintenance	Light vehicle maintenance: checking/replacing fluid levels and cleaning interior and exterior of vehicles.	Clean vehicles, routine maintenance completed.
Task 5 Material Handling Distribution Services,		
5.1 Distributing Deliveries.	Delivering to appropriate locations and re-stocking supplies received by vendors or by JPL Main Facility	Prompt and Proper delivery, distributing and stocking/re-stocking
5.2 Vehicle-/Equipment Deliveries.	Perform Pre-use Inspections using checklist before using GSA vehicles or NASA Special Use Equipment, Bobcats with forklift or basket attachment.	Filling out check lists and proper use of vehicles.
Task 6 Equipment and Vehicle operation		
6.1 Rounds	Using GSA 4-Wheel drive truck and/or SUV.	Safe and Proper usage
6.2 Snow Removal	Using two NASA Special Use Equipment Bobcats, snow thrower, shovels	Safe and Proper usage
6.3 Landscaping	Lawn mower, edger, blower, trimmers, chain saws, wood splitter, various hand tools	Safe and Proper usage
6.4 Janitorial	Brooms, mops, floor strippers, vacuums	Safe and Proper usage